Workshop: Training trainers

Program Profile:

- Competency profile of an effective trainer.

- Designing customized training programs.

- Kolb's learning cycle & Principles for adult learning.

- Developing suitable pedagogy-Exercises/Cases/Role plays/Games etc

- Facilitation Process.

- Techniques for enhancing training effectiveness.

- Assessing Impact of training

- Designing and executing Organization Development interventions.

Workshop Objectives:

1. To identify and assimilate the competencies of an effective trainer.
2. To assimilate Kolb's learning cycle ,the principles of adult learning and their process of application.
3. To assimilate the process of designing customized training programs.
4. To undertake an in-depth exploration, analysis and synthesis of all the training competencies through cases and organizational best practices.
5. To integrate the components of each competency and examine its application process.
6. To enhance the competencies identified through their application and analysis.
7. To formulate an action plan for applying the training competencies examined and assimilated.

Deliverables:

Task:
The participants shall be able to:
- Consolidate the competencies of," Effective Trainers".
- Design customized training programs and the facilitation process to enable competency development.
- Assimilate the components of each training competency.

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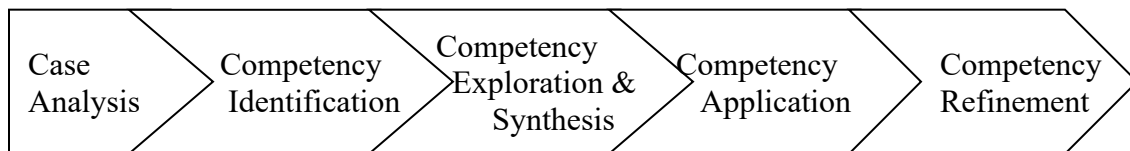Ph.: 9810354339,8287529516.
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- State the process of applying each competency.
- Apply 50% of the competencies.
- Facilitate learning.
- Assess the effectiveness of a training program.

Assessment Standard:

- Application of 75% of the training competencies for a given training need.

Workshop Process:

Case Analysis	Competency Identification	Competency Exploration & Synthesis	Competency Application	Competency Refinement

Workshop Contents:

1. Unfreezing exercises.

2. Briefing:
   - Workshop Objectives
   - Workshop Process

3. Assimilation of questions of participants.

4. Competencies of ,"Training".
   - Analysis of ,"Star trainers".
   - Identification and assimilation of training competencies.
   - What is a competency?

5. Kolb's learning cycle and the principles of adult learning:
   - Experience as the source of learning and development.
   - Learning processes:
     - Active experimentation
     - Reflective observation
     - Abstract conceptualization
     - Concrete experience.
   - Increasing the self-esteem of the participant.

- Criticality of extracting the expectations of participants and responding to them.

6. Training needs analysis:
- Identifying sources of training needs.
- Training needs identification as a key input for ,"Instruction design".
- Application exercise: Conduction of," Real time TNA "for a training program.

7.Competency Profiling:
- Competency mapping and assessment as a source of training needs.
- Application exercise: Formulation and utilization of ,"Competency Maps" for identifying training needs and objectives.

8. Learner Analysis:
- Analyzing the competency level of the learners for customizing the instruction design of the program.
- Identifying the problems and challenges faced by the learners in order to formulate application exercises and takeaways.

9. Writing training objectives.
- Exploring the potency of writing objectives for training programs.
- Elements of a training objective.
- Application exercise: Writing objectives for different kinds of training programs.

10. Instruction design.
- Exploration of instruction design as a system for enabling learning and competency development.
- Evolution of instruction design.
- Key approaches and principles of instruction design.
- Designing training material.
- Designing presentations.
- Designing the learning and the competency development process.
- Application exercises.

11. Designing training programs.
- Components of training program design.
- Range of competencies and the level of competency development.
- Application exercise: Designing training programs w.r.t. different training needs.

12. Facilitation of learning:
- Facilitating learning and competency development.
- Facilitating participative learning.

13. Designing and facilitating active learning:
◦ Designing role plays
◦ Designing exercises and games
◦ Facilitating active and experiential learning.

14..Designing Training material:
- Creating interest in the learning content.
- Enhancing cognition
- Catalyzing reflection w.r.t. Past, present and future in order to enable internalization of learning.

15..Evaluating training effectiveness.
- Analysis of different training evaluation systems in vogue in organizations.
- Levels of assessment of training effectiveness.
- How to evaluate training effectiveness at all levels.
- Application exercise: Formulation of evaluation system at different levels.

16. Designing a learning environment.
- Designing infographs and posters for the training room.
- Application exercise.

17. Training for performance:
- Difference between ,"Training" and ,"Training for performance".
- Designing a,"Training for performance program".

18. E-learning:
- Exploring e-learning as an alternative training medium.
- Exploring."Learning Management Systems/Virtual Learning Environments" and their utility.

19. Transitioning from Training to Organization Development:
- Designing and executing Organization Development interventions.
- Range of organization Development interventions.

20.Action Planning

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